

STUDENT GROUPS – PROCESSING MULTIPLE STUDENTS AT ONCE

Student Groups are any identified group to be tracked and they can also be used to manage enrollment, immunization requirement, and mandatory health insurance requirements, among other things.

Some examples of Student Groups include specific distance-learning cohorts, student veterans, preview, and students participating in a study abroad programs.

The most common way to add multiple students to a student group is through a file upload, using a **.CSV** file.

CREATE A .CSV FILE

Before logging into myUFL, create a spreadsheet of the students who need to be activated or inactivated in the student group. Key things to remember when creating the spreadsheet:

- UFID must be in the first column
- Do **not** include any headers
- Save the file as a “.CSV”

An example .CSV file can be found [here](#).

NAVIGATION

Once you have created your .CSV file, login to myUFL and navigate to the **Process Student Groups** page.

1. Click **Main Menu**
2. Click **Student Information System**
3. Click **Records and Enrollment**
4. Click **Career and Program Information**
5. Click **Process Student Groups**

UPLOADING A .CSV

1. For a new Student Group, click on the **Add a New Value** tab and create a run control. You will want to create a run control ID that describes the purposed the process that could be used in the future. In the example to the right, we want to run a process that will put students into a student group with a status of Active using an external file.
2. Click the **Add** button.

Process Student Groups

Find an Existing Value | Add a New Value

Run Control ID: TEST_STGRP_POP_SEL_ACTIVE_file

Add

Find an Existing Value | Add a New Value

3. Choose **External File** from the **Selection Tool** dropdown menu.

Process Student Groups

Run Control ID: TEST_STGRP_POP_SEL_ACTIVE_file Report Manager Process Monitor Run

Population Selection

Population Selection

Selection Tool: **External File** (highlighted)

Query Name: External File

4. Click the **Upload File** button.

Process Student Groups

Run Control ID: TEST_STGRP_POP_SEL_ACTIVE_file Report Manager Process Monitor Run

Population Selection

Population Selection

Selection Tool: External File

Attached File: Upload File (highlighted) Delete File View File

File Mapping:

5. Select your **.CSV file** then click the **Save** button.

Save As

(H:) Home

Organize New folder

Name	Date modified	Type	Size
student_groups.csv	11/16/2017 12:03 ...	Microsoft Excel C...	1 KB

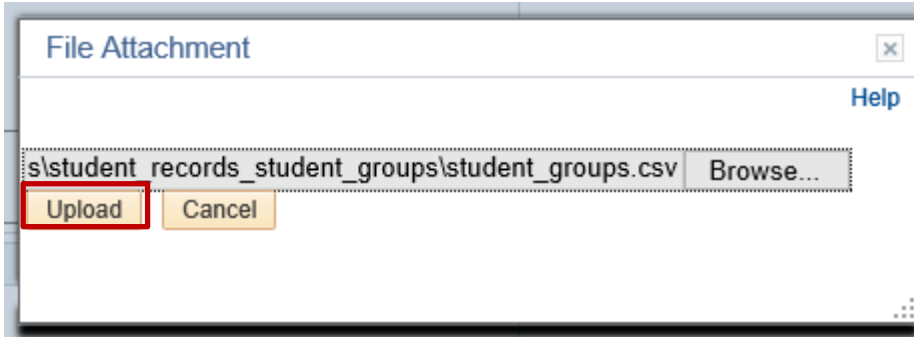
File name: student_groups.csv

Save as type: CSV (Comma delimited) (*.csv)

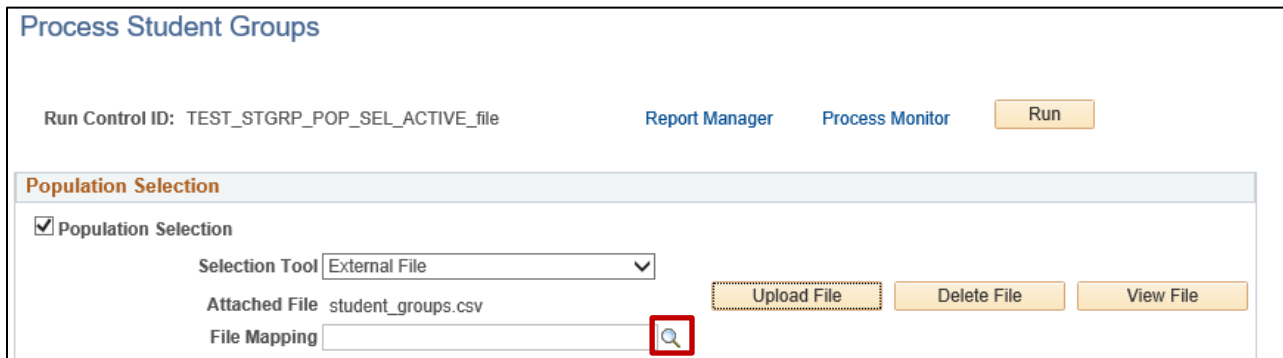
Authors: Tags: Add a tag Title: Add a title

Hide Folders Tools Save (highlighted) Cancel

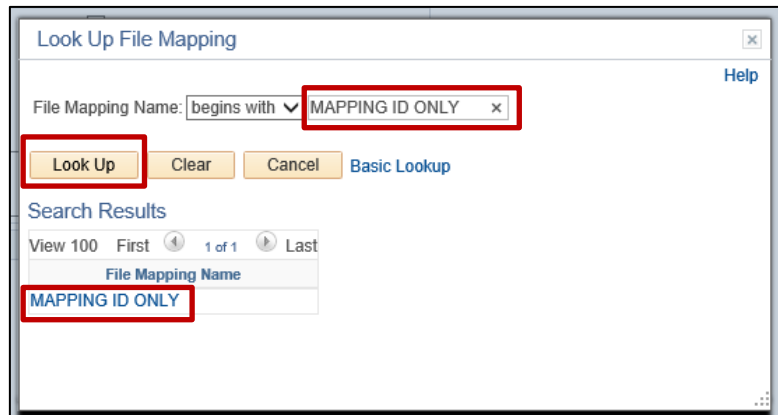
6. Click the **Upload** button.



7. Click the **Look-up icon** (magnifying glass) next to the **File Mapping** field.



8. In the File Mapping Name begins with field, enter **MAPPING ID ONLY**, then click the **Look up** button. In the populated list, select the **MAPPING ID ONLY** option.



9. Click the **Preview Selection Results** link to view the UFIDs of the students in the .CSV file.

Process Student Groups

Run Control ID: TEST_STGRP_POP_SEL_ACTIVE_file Report Manager Process Monitor Run

Population Selection

Population Selection

Selection Tool: External File

Attached File: student_groups.csv

File Mapping: MAPPING ID ONLY

Upload File Delete File View File

Preview Selection Results

10. Enter the following information on the Process Student Groups page.

- **Student Group:** Code for you student group
- **Effective Date:** Generally the beginning of term for Active and the end of term for Inactive
- **Effective Status:** Active or Inactive depending on your needs

11. Click the **Save** button followed by the **Run** button.

Process Student Groups

Run Control ID: TEST_STGRP_POP_SEL_ACTIVE_file Report Manager Process Monitor **Run**

Population Selection

Population Selection

Selection Tool: External File

Attached File: student_groups.csv

File Mapping: MAPPING ID ONLY

Upload File Delete File View File

Preview Selection Results

Student Group Data

*Academic Institution: UFLOR University of Florida Update Tuition Calc Required

***Student Group:** DOG VM - The Dog Course - self fun

***Effective Date:** 01/08/2018

***Effective Status:** Active

Comment

Student Override

Student Override

Save Notify Add Update/Display

12. On the Process Scheduler Request Page, click the **Ok** button to begin the process of uploading the students to the student group.

Process Scheduler Request

User ID UFSRTEST10 Run Control ID TEST_STGRP_POP_SEL_ACTIVE_file

Server Name: Run Date: 11/16/2017

Recurrence: Run Time: 12:09:46PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SCC_STD_GRP	SCC_STD_GRP	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

13. Click the **Process Monitor** link to view the status of the upload.

Process Student Groups

Run Control ID: TEST_STGRP_POP_SEL_ACTIVE_file [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 18219

14. Once the process has completed, you will see **Success** in the Run Status column and **Posted** in the Distribution Status column.

[Process List](#) [Server List](#)

View Process Request For

User ID: UFSRTEST10 Type: Last: 1 Days [Refresh](#)

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Process List [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	18219		Application Engine	SCC_STD_GRP	UFSRTEST10	11/16/2017 12:09:46PM EST	Success	Posted	Details

[Go back to Process Student Groups](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

ADDITIONAL HELP

Office of the University Registrar

352-392-1374

<https://registrar.ufl.edu/>

Student Groups myUFL Toolkit

<http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/student-groups/>

UF Computing Help Desk

352-392-HELP (4357)

<http://helpdesk.ufl.edu/>